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|  | **Skills**   * **SAP** * **Tally & Busy Software.** * **Database: M.S. OFFICE XP (Word, Excel, PowerPoint)** * **Statutory Accounts** * **Account Management** * **Closing Procedures** * **Excellent Communication Skills** * **P2P process** * **RTR process** * **Quarterly Reviews** * **month end closing** * **Tax Preparation** * **Internal Auditing** * **Reporting** * **GST & TDS Return** * **All Online Payment** | |  |  |  |  | | --- | --- | --- | --- | |  | N  \_15 | **NIRAS KUMAR JHA** |  | |  | +91-9873638598 | |  |  |  |  | | --- | --- | --- | --- | | niraskumarjha@gmail.com |  | Jahangir Puri, Delhi, India 110033 Delhi, India 110033 |  | |  |  |  |  | |  |     **Professional Summary**  Looking forward to position of responsibility in an organization of repute which stimulates and enhances my professional Skills and personal strengths in conjunction with the organization's goals and objectives in the field of accounts fields  **Work History**  **May 2022 – Till date**  Account Head, working in Amit Enterprises   * Day to day accounting, checking vendor's bill, sale invoice, and other bills * Preparation of voucher (Bank, Cash, Journal, Debit and Credit Notes) * Maintaining of all books (Bank, Cash Journal Books, Sales and Purchase register) * Monthly TDS Challan deposit & quarterly Filling of return * GSTR1, 3B -Monthly, ITC4(Job Work) – Half yearly, & 9 – Annual Working & filling Return * Making of E-way bill & E – Invoice * Prepare of Income Tax return & advance Tax deposited * ESIC & PF Challan deposited. * Bank Reconciliation, Debtors/ Creditors reconciliation * Manage balance sheets and profit/loss statements * Handle monthly, quarterly and annual closings * Audit financial transactions and documents * Maintain records of business costs, such as labor and material * HR Work including Salary & Wages Sheet Maintain * Google Sheet maintain * Process all NEFT/RTGS payments   **March 2014 - March 2022**  Sr, Accountant, Ekaa Furniture Pvt. Ltd   * 8 years working of Manufacturing unit, i.e * Day to Day Accounting Transaction in Tally9 & Prime, Preparation and filing of GST, TDS, ESIC/PF, Income Tax, Salary/Wages Sheet, Bank Reconciliation, accounts payable and receivable, Sale/Purchase Reports, MSI report, e-waybill, Purchasing, transport through goods delivery & Google Sheet maintain * Other Works i.e * HR Working, Cash Handling & Collecting, legal appliance, Udyog Aadhar, Factory License, Delhi Pollution Control registration & MCD all department handling, Google sheet maintain, * Past Employment   **June 2009 - January 2014**  Accountant, Time Equipment Pvt. Ltd. (TELCON)   * 5 years working of dealer ship company * I.e, Day to day Accounting Transaction in Tally 7.2 Maintaining billing systems & Inventory, keeping them up-to-date, Sales Entry, Purchase Entry, Bank entry VAT/CST and branch handling.   **April 2006 - June 2009**  Accounts Executive, Krishna Plastic MGF Co.   * 3 years working of Manufacturing unit i.e Day to day Accounting Transaction in Busy3.6 & Tally 7.2 Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers, maintaining banking functions, including Bank Reconciliation Statement, Cash Disbursement * Make Sale Invoice, Expenses, Payment & Receipt Entry.   **Education**  B. Com from Delhi University (Corresponding)  **Personal Details**   * Father’s Name: Late Kamla Kant Jha * Permanent Address: Madhubani, Bihar * Date of Birth: 2nd Nov. 1980 * Languages Known: Hindi, English & Maithili |  |

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